

PEACHAM TOWN AUDITORS  
MEETING  
Monday, March 9, 2015  
Peacham Town Offices  
APPROVED

PRESENT:

Auditors: Charlie Byron (Minutes), Jan Eastman (Chair)

Staff: Tom Galinat, Rebecca Washington

Public: none

1. The Auditors reviewed the materials submitted by Selectboard member Annette Lorraine at their meeting on 2-9-15. These related to collection of delinquent taxes. We discussed allocation of partial delinquent tax payments with Town Clerk Tom Galinat. Tom reported that with assistance from NMRC, the providers of the Town's accounting software, the allocation of delinquent payments is now in accordance with Town policy.
2. The Auditors agreed to examine a sample of future delinquent tax payments in the Town's books to ensure that the policy is being followed.
3. The Auditors asked Tom Galinat to work with Selectboard clerk Melissa Kohl to post all approved policies on the Town's website.
4. The Auditors reviewed with Tom Galinat the procedures for handling cash received from the Transfer Station. Tom showed us a sample of the reconciliation form he uses with Transfer Station Attendant Bob Campbell. This form captures the cash received, illustrates the reconciliation of the Transfer Stations' and Town Office's tallies, and is cross-referenced to the tamper-evident deposit bag containing the actual cash.
5. The Auditors approved having the Town Clerk receive bank emails relating to ICS transfers.
6. The Auditors reviewed Town Reports from neighboring towns for best practices to be considered for adoption in Peacham. We identified a numbering scheme used in Barnet that would facilitate discussion of Town financials.
7. We agreed to try to identify useful enhancements during 2015 and to be ready to implement these in the 2015 Town Report.
8. We agreed to request a meeting with the School Committee later in the year (once possible changes being discussed by the Legislature have been resolved) to discuss Town Report enhancements.
9. Tom Galinat will contact the Barnet Treasurer to find out the software or template used to produce Barnet's financial tables.

10. Charlie will investigate the possibility of printing financial reports as 2-page spreads.
11. The Auditors agreed to warn a meeting for Thursday, April 30, at 12:00 Noon. The agenda will be 1) Tom will post the warning.
12. The Auditors agreed to adjourn the meeting.